



NAME OF POSITION: EXECUTIVE SOLICITOR, DUBLIN CITY COUNCIL

POSITION No: 12/2025

CLOSING DATE: MIDNIGHT ON
FRIDAY 28TH MARCH, 2025

INFORMATION BOOKLET

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR EXECUTIVE SOLICITOR DUBLIN CITY COUNCIL MAY BE FILLED.

Dublin is a major European Union capital city with a vibrant culture and an innovative economy. Dublin City Council is at the heart of shaping the city by providing a diverse, multi-layered and evolving range of services for citizens, businesses, the community and visitors to Dublin. Dublin City Council and its employees provide over 500 services across key functional areas of Housing, Community, Planning, Development, Environmental, Roads and Traffic, Leisure and Culture Services. For further information on Dublin City Council please log onto www.dublincity.ie

BACKGROUND

The **Law Department** is the largest local authority legal office in the country, providing a complete and comprehensive legal service to Dublin City Council in all areas of local government including property management, planning and environmental, housing, waste management, roads and traffic, culture, recreation, economic and community development.

The Law Department provides legal services to the Council departments in four distinct practice areas – Property and Commercial, Personal Injury Litigation, Chancery Litigation and Data Protection/Freedom of Information. The Law Agent provides an advisory service to senior management, attends Council meetings and manages the work of the department. The Law Agent is also the Data Protection Officer for the Council and is responsible for the delivery of a Privacy Management Programme for the entire Council. A comprehensive Property & Title Research section delivers services to the entire council.

THE JOB

The **Executive Solicitor** is assigned to a team of solicitors allocated to a specific body of work under the management of a Senior Solicitor. Each Executive Solicitor is responsible for the conduct and management of the legal files allocated to them. Responsibilities include securing instructions, advising client departments on legal issues arising, instructing counsel, conducting legal proceedings, advocacy in the District Courts and managing legal transactions. Duties also include participation in weekly team meetings, routine administration of allocated legal files and compliance with office policies and procedures and such other duties as may be assigned from time to time.

An Executive Solicitor may be required to attend and advocate in the Workplace Relations Committee, attend and represent the Council at oral hearings or assist client departments with developing policies and procedures to ensure that they are legally robust. It is expected that Executive Solicitors will work on their own initiative, proactively progress and manage their files, and deliver results and value for money to the Council in the delivery of legal services.

THE IDEAL CANDIDATE SHALL

- hold a current practicing certificate from the Law Society of Ireland or be entitled to hold such a practicing certificate;
- possess excellent professional knowledge and skills in the candidate's own area of expertise and shall be able to demonstrate good working knowledge of general conveyancing and litigation;
- have excellent IT skills, to include proficiency in using Microsoft Office Suite (Word, Excel and Outlook), some experience with legal case management systems and ability to conduct legal research using commonly used online applications and legal websites;
- shall have excellent interpersonal and communication skills and an ability to engage with a wide range of people to include working in multi-disciplinary teams;
- flexibility, adaptability and ability to engage with new areas of the law;
- shall have good organisational skills, an ability to work within team structures as well as the ability to work independently and on own initiative;
- have a good knowledge and awareness of Health & Safety legislation and regulations

QUALIFICATIONS

CHARACTER:

Each candidate shall be of good character.

HEALTH:

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

EDUCATION, EXPERIENCE, ETC.:

Each candidate must, on the latest date for receipt of completed application forms: -

- (a) have been admitted and enrolled as a Solicitor in the State;
- (b) have at least 3 years satisfactory experience as a Solicitor, including adequate experience of conveyancing and court work, after admission and enrolment as a Solicitor, **and**
- (c) possess a high standard of professional training and experience.

DUTIES

The duties of the *Executive Solicitor* will vary depending on the section of assignment and include, but are not limited to, the following:-

- **Conveyancing** – Commercial and Residential acquisition and disposal of Council property, landlord and tenant advisory and transactions, the provision of advice on all aspects of property transactions including planning law, property management and property law; provision of property related advice in the context of dispute resolution and litigation;

- **Chancery Litigation** – Statutory prosecutions in the district court and associated advisory work as required concerning for example, waste and litter management, derelict sites, Fire Services, local authority bye-laws, planning acts, building control and building standards regulations. Executive Solicitors will be required to present and advocate on behalf of DCC in the District Court. Defence of judicial review proceedings. Housing repossessions. Defence and initiation of legal proceedings other than personal injuries on behalf of the Council;
- **Personal Injury Litigation** – Defence and management of all actions against the Council in the area of personal injury and property damage; Risk management advisory work with Council Departments;
- **Commercial and Corporate** – negotiation and conclusion of Council contracts and delivery of associated legal advices on public procurement, contract negotiation/conclusion and corporate governance;
- Advisory and management of Council work in relation to compliance with **Data Protection** and **Freedom of Information** legislation;
- Administration and management of legal case work assigned to candidate;
- Such other duties as may be assigned from time to time.

The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed above, and to take instructions from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by the City Council.

The duties of the post are to give to the local authority and to

- (a) The local authorities or bodies for which the Chief Executive is Chief Executive, and
- (b) To any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies referred to in sub-paragraph (a) of this paragraph under the general direction and control of the Chief Executive or of such officers as the Chief Executive may from time to time determine, such appropriate computing, technical, management, administrative, executive, supervisory, advisory and ancillary services as may be required by any local authority or body hereinbefore mentioned in the exercise and performance of any of its powers, functions and duties and to exercise such powers, functions and duties as may be delegated to them by the Chief Executive from time to time including the duty of servicing all committees that may be established by any such local authority or body. The holder of the post will, if required, act for an officer of a higher level.

SELECTION PROCESS

Posts of **Executive Solicitor** will be filled from this publicly advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.

- Candidates should note that the information provided by them in their application form and assessment questions will form the basis on which eligibility and short listing is conducted.
- Dublin City Council reserves the right to undertake eligibility and / or shortlist candidates in the manner it deems most appropriate.

- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, subject to the appropriate Department of Housing, Local Government and Heritage sanction, be appointed as an appropriate vacancy arises.
- The life of the panel shall be for a period of one year from the date of its formation.
- Dublin City Council shall require any person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up appointment within such period, or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

SHORTLISTING

Dublin City Council reserves the right to shortlist candidates to proceed to the interview stage of the competition. Shortlisting of candidates will be on the basis of information supplied on the **Application Form, in conjunction with the answers given in the assessment questions. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.**

The shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

INTERVIEW

The interview will be competency based and marks will be awarded under the following competencies;

- **Management & Change**
- **Delivering Results**
- **Performance through People**
- **Personal Effectiveness**
- **Knowledge, Skills & Experience**

Please see page 7 & 8 of the Candidate Information Booklet for more details.

SALARY:

The salary scale for the position of **Executive Solicitor** is;

€57,909; €60,017; €62,124; €64,235; €66,345; €68,454; €70,565; €72,663; €74,784; €76,887 (Maximum); €79,311 (1st LSI) (after 3 years satisfactory service on the Maximum); €80,498 (2nd LSI) (after 3 years satisfactory service on the 1st LSI). (subject to pay increase March 2025)

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage. **In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving public service employee on or after 1st January 2011, will enter the scale for the position at the minimum point.**

Rate of remuneration may be adjusted from time to time in line with Government Policy.

Under the Public Service Stability Agreement 2013, the working hours for newly appointed/promoted staff are **35 hours per week**.

All applicants must refer to the *Additional Candidate Information Booklet* which can be found at <https://careers.dublincity.ie> for additional relevant information pertaining to the salary scale and the recruitment process.

PARTICULARS OF POSITION

- (a)** The post is permanent, whole time and pensionable.
- (b)** Dublin City Council reserves the right to, at any time, assign an employee to any Department now or in the future.
- (c)** A period of one year's probation applies where a person is permanently appointed to Dublin City Council. This can be extended at the discretion of the Chief Executive.

CITIZENSHIP

Candidates must, by the date of application be;

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway, or
- b) A citizen of the United Kingdom (UK), or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons, or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa, or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa, or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

Dublin City Council welcomes all nationalities and ethnic backgrounds to join its diverse workforce and we hereby reserve the sole discretion to vary the above requirements from time to time subject to the business needs and staffing requirements

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on Dublin City Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons, will be the subject of Garda Vetting.
- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- Any attempt by a candidate themselves or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the

candidate's favour, any employee of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- Dublin City Council does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.
- The onus is on the candidate to keep a regular check on their Email Account as email notifications of updates may sometimes be filtered into your Junk/Spam email folders. Dublin City Council accepts no responsibility for communication not accessed or received by an applicant.

APPLICATION PROCESS

All applications must be made through Dublin City Council's official Digital Recruitment Platform. Please be advised that applications should not be submitted until all sections of the form, including the assessment questions are completed.

For any queries please contact: hrqueries@dublincity.ie

CLOSING DATE

Applications must be submitted before Midnight on Friday, 28th March 2025

**SENIOR EXECUTIVE OFFICER
HUMAN RESOURCES DEPARTMENT**

Dated this _____ 2025

This document is also available in Large Print, High Contrast Print and Braille on request.

INFORMATION SHEET – COMPETENCY FRAMEWORK

A competency framework has been developed for the position of **Executive Solicitor**.

The key competencies for the role are as follows;

| Competency | Behaviours |
|-----------------------------------|--|
| Management & Change | <p>Think and act strategically from a management and legal perspective.</p> <p>Implement agreed strategies to meet objectives and the ability to expand and improve the range, quantity or quality of existing services</p> <p>Clear understanding, awareness, and experience of practical reality of delivery and promotion of services.</p> <p>Political awareness, have clear understanding of political reality and context of the organisation and develops and maintains positive, productive, and beneficial working relationships with all stakeholders.</p> <p>Effectively manage the introduction of change and demonstrate flexibility and openness to change</p> |
| Delivering Results | <p>Make timely, informed and effective decisions and show good judgement and balance in making decisions or recommendations.</p> <p>Pinpoint critical information and address issues logically. Understand the context and impact of decisions made. Act decisively and makes timely, informed and effective decisions.</p> <p>Manage the allocation, use and evaluation of resources to ensure they are used effectively to deliver on operational plans. Drive and promote reduction in cost and minimisation of waste.</p> <p>Promote the achievement of quality outcomes in delivering services. Organise the delivery of services to meet or exceed the required standard. Evaluate the outcomes achieved, identify learning and implement improvements required.</p> |
| Performance Through People | <p>Lead, motivate and engage employees to achieve quality results and to deliver on operational plans.</p> <p>Effectively manage team performance including underperformance or conflict.</p> <p>Have highly effective verbal and written communication skills and present ideas clearly and effectively to individuals and groups.</p> <p>Work in a multi-discipline team environment.</p> |
| Personal Effectiveness | <p>Take initiative and seek opportunities to exceed goals.</p> |

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|---|---|
| | <p>Manage time and workload effectively and operate in an environment with significant complexity and pace.</p> <p>Maintain a positive, constructive and enthusiastic attitude to their role.</p> <p>Behave in an honest, trustworthy, and respectful manner and is transparent, fair, and consistent in dealing with others.</p> |
| Knowledge, Skills & Experience | <p>Knowledge of Local Government Sector.</p> <p>Knowledge and awareness of key topical and priority issues.</p> <p>Understanding of political reality / context of issues.</p> <p>Understanding of role of Executive Solicitor.</p> |